

Annual EEO Public File Report
for
New England Public Media (NEPM)¹

December 1, 2021 – November 30, 2022

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for the NEPM employment unit comprised of the following Massachusetts stations:

WFCR	Amherst, Massachusetts	WNNI	Adams, Massachusetts
WNNZ(AM)	Westfield, Massachusetts	WGBY-TV	Springfield, Massachusetts
WNNZ(FM)	Deerfield, Massachusetts	WAMH	Amherst, Massachusetts
WNUU	Great Barrington, Massachusetts	WAIC	Springfield, Massachusetts

All open full-time positions were listed on the station's website at www.nepm.org.

Notices for all open full-time positions were sent to each of the organizations listed in Appendix C.

In addition, notices of all full-time job openings are automatically posted to www.indeed.com, LinkedIn.com, and Glassdoor.com (web-based job aggregators).

The employment unit uses the resources of eQuest to further disseminate information about job openings. Every open job posting is listed with eQuest and is then funneled through over 40 affinity professional organizations. eQuest also sends job listings to community organizations within a 50-mile radius of the position location pulling from a pool of over 400 community organizations within a 50-mile radius of the position's location. (More information in Appendix C).

Additional advertisements or notices, if any, used for particular position openings are listed in the Recruitment Report (Appendix A).

Appendices:

Appendix A: Recruitment Report listing all full-time positions that were filled during the current reporting period, including recruitment sources.

Appendix B: A summary of the Supplemental Outreach initiatives undertaken by the employment unit during the current reporting period.

Appendix C: Recruitment Source List identifying each organization that receives notice of all full-time openings.

¹ WAMH and WAIC are subject to Public Service Operating Agreements between New England Public Media, Inc. (NEPM) and the Trustees of Amherst College (in the case of WAMH), and between NEPM and American International College (in the case of WAIC). Likewise, WGBY and WFCR are subject to Public Service Operating Agreements between NEPM and WGBH Educational Foundation (in the case of WGBY), and NEPM and the University of Massachusetts Amherst (in the case of WFCR). In each case, NEPM provides programming and certain other services to the stations, and employees of these stations are included in the employment unit.

Appendix A
Recruitment Source List

Job Requisition ID and Job Posting Title	Number of Candidates Interviewed	Hire Source	Referral Sources for Other Interviewees	Job Postings Used In Addition To Those Listed in Appendix C
R001616- Dir of Finance & Account	1	LinkedIn		
R001624-Managing Editor for News	1	NEPM.org		
R001756-President, NEPM	1	WGBH.org		Koya Partners Diversified Search Group; sedwards@koyapartners.com
R001795-Early Educ Program Mgr	1	Employee/Former Employee Referral		
R001798-Sr Director of Development	2	Employee/Former Employee Referral	LinkedIn	thinkpublicmedia.org; CPB; NewEngland Blacks in Philanthropy
R001799-Major Gifts Officer	4	NEPM.org	Employee referral (1); nepm.org (2)	thinkpublicmedia.org; CPB; New England Blacks in Philanthropy; AFP of Western MA
R001880-Development Assistant	3	NEPM.org	Indeed; employee referral	

Appendix B

Supplemental Outreach Activities

During the current reporting period, the employment unit (“NEPM”) engaged in the following Supplemental Outreach activities:

1. Internship Programs

NEPM provides paid internship opportunities for students in the areas of Marketing, Development Production, and Education. Internships are offered for a minimum period of one semester, or during the summer break, with a maximum of 20 hours per week of student time. Each internship period has its own application deadline, and a separate pool of applicants is considered for each period.

Information about the internship program is available on the station website and on the websites of all the participating colleges. NEPM also posted on the Handshake job posting website for college students during the reporting period. Through this site students fill out applications indicating their area(s) of interest and submit them to the station with a cover letter and resume.

Interns are exposed to the core functions of their department and are supervised by departmental members. During this reporting period, the employment unit hosted seven college interns. The Education department hosted three summer interns. NEPM had one Events & Audience Engagement intern, one Social Media intern, and one Production intern through the spring and summer semesters, and one Development intern through the spring semester. The interns attended UMass Amherst, and Elms College.

2. Participation in activities for and on behalf of several local high schools and colleges

NEPM’s Media Lab program provided a series of workshops to local youth. NEPM trains students from several area high schools in audio and video journalism and storytelling. The program provides paid internships for high school students during the summer as part of our workforce development initiative and it also includes paid interns from local colleges who serve as mentors for the high school students.

NEPM separately conducted similar classes for students from local colleges. Historically, most of the teaching has taken place in our studio facilities, so the students can experience a professional radio and television station in person and use its production facilities. However, due to the pandemic, NEPM instead offered a hybrid program of both in-person and remote-learning for this reporting period.

During this reporting period, students from the following colleges/universities, high schools, and middle schools participated virtually in the program during the Fall, Spring or Summer semesters: Holyoke Community College, UMass Amherst, Duggan Academy Middle School, Springfield Renaissance, Springfield Central High School, St. Mary’s Academy, Springfield Conservatory of the Arts, Sabis International Charter School, High School of Science and Technology, and Springfield Honors Academy.

During this reporting period, students from the following colleges/universities and high schools participated in the Media Lab hybrid program during the Fall, Spring or Summer semesters: Holyoke High Dean, Holyoke High School North, Pope Francis High School, Bay State Academy Charter School, Springfield Central High School, MacDuffie School, Springfield Honors Academy, Four Rivers Charter School, TEC Connections Academy Commonwealth Virtual School (TECCA), Pioneer Valley Performing Arts Public Charter School, Springfield Technical Community College, Elms College, UMass Amherst, and Holyoke Community College.

3. Participation in Career and Job Fairs

On February 10, 2022 NEPM participated in the virtual “Arts and Humanities Internship Fair” hosted by the College of Humanities & Fine Arts Advising and Career Center at UMass Amherst. During the event, participants had the opportunity to learn more about our stations and submit resumes. NEPM was represented by our Administrative Assistant.

On March 23, 2022, NEPM participated in the “Virtual Job and Internship Fair” hosted by Westfield State University. Participants had the opportunity to learn about careers in broadcasting and ask questions. NEPM was represented by our Administrative Assistant.

On April 22, 2022, NEPM’s Media Lab staff attended the Elms College Experiential Learning Showcase where students had the opportunity to share their experience with NEPM and what they learned during their workshop with the Media Lab team.

On May 4, 2022, NEPM’s Media Lab staff participated at the in-person MassHire Holyoke Summer Youth Job fair. Students had the opportunity to learn about NEPM and apply for a summer job with the Media Lab program.

NEPM also was represented by members of the Human Resources Department of the WGBH Educational Foundation at the following Career/Job Fair events sponsored by various educational institutions –

Date Attended	University/College/Organization	Representatives
02/18/2022	SCAD Virtual Career Fair	Susan Guinan, Shantalle Ruiz
02/25/2022	SCAD Virtual Career Fair	Susan Guinan, Shantalle Ruiz

Date Attended	University/College/Organization	Representatives
02/18/2022	Columbia 2022 Micro Career Fair: Communications & Media - Virtual	Susan Guinan, Alyssa Mullen-Zidik
02/18/2022	Stony Brook University: Business, Communications, and Journalism Job & Internship Fair	Susan Guinan, Alyssa Mullen-Zidik, Shantalle Ruiz
02/18/2022	Temple University-Klein Internship and Career Fair, Session 3: Journalism/Broadcast/Audio/Video Production	Susan Guinan, Alyssa Mullen-Zidik, Shantalle Ruiz
03/02/2022	Mass Art Creative Internship & Job Fair 2022	Shantalle Ruiz
09/22/2022	Columbia University 2022 Undergraduate Career Fair- Virtual	Alyssa Mullen-Zidik
10/21/2022	The Newmark J-School Virtual Career Fair	Alyssa Mullen-Zidik
10/26/2022	UMass Amherst Innovation & Impact Virtual Career Fair	Alyssa Mullen-Zidik

4. Other Networking Activities

NEPM was represented by members of the WGBH Educational Foundation's Human Resources Department who attended the career fairs of the two journalism conventions listed below as part of the Public Media Village organized by NPR. These conferences featured comprehensive journalism training, specialty programming, national newsmakers, and multi-day career fairs.

A. AAJA Virtual Convention and Career Fairs

Date: 07/27/2022-07/30/2022

Attended by Susan Guinan

B. NABJ/NAHJ Virtual Convention and Career Fairs

Dates: 8/3/2022 – 8/7/2022

Attended by Susan Guinan and Shantalle Ruiz

5. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination

Employment unit managers are required to participate annually in respectful workplace and DEI training to promote a workplace that is free from discrimination and hostility and that provides equal opportunities to all employees. During the reporting period, managers participated in "Preventing Harassment and Discrimination" training which was completed on September 30, 2022.

Appendix C
Recruitment Source List
New England Public Media
December 1, 2021 – November 16, 2022

NEPM (the employment unit) partners with eQuest to share all job openings. These job opening notices are then shared with over 40 job boards (Appendix C-1, attached).

For community outreach, eQuest partners with over 400 organizations nationally and sends job opening notices to organizations within a 50-mile radius of positions location.

In addition, all of these job opening announcements are aggregated on indeed.com, LinkedIn, and Glassdoor for further distribution.

Appendix C-1

Postings With Job Boards

eQuest Compliance Solution		
Board Name	Board Description	Target Audience
State Employment Boards and community organizations	Jobs are sent to state employment job portals and web platforms for candidates based on the state the position is located in. The jobs listings are also sent to the following locations within a 50-mile radius of the position's zip code location: local employment offices, local veteran's offices, local organizations/associations, local colleges/universities, and local vocational/rehabilitation centers.	Veterans, Disability, Women, Minority, Public
Hire A Hero	In 2006 the Armed Forces Support Foundation (501(c)(3) was created, along with Hire A Hero, to provide free employment services to returning service members and their families. Hire A Hero was created as a pipeline for service members and their families to reach out through online social networking tools, allowing them to make connections to find a rewarding career. Research suggests that conventional job boards fail to identify the specific needs of returning veterans and do not effectively connect them with the wider military community. Hire A Hero is a national program that was created to address this gap. Hire A Hero has grown into a nation-wide resource that connects the growing number of unemployed veterans with job opportunities, education, and social services. Hire A Hero has over 300,000 registrations and sees over 3 million unique visits a year.	Veterans
JOFDAV	disABLEDperson, Inc. and the associated job board Job Opportunities for Disabled American Veterans (JOFDAV) are the basis for a public charity organization whose primary focus is disability employment. The site has been made accessible as per 508 Standards. JOFDAV.com is a listed resource on the National Resource. Job notices are also sent to the following sites: Jooble, Glassdoor, Facebook, Jobquest.mass.gov, LinkedIn, Jobcase, Careeronestop, Ziprecruiter, SimplyHired, Jobtome, EmployGeorgia, JobZone.ny.gov, I Hire.com, Focuscareer.ky.gov, Askearn, Petersons.com, greaterstcloudjobspot.com, illinoisjoblink.illinois.gov, jobcenterofwisconsin.com, sourceamerica.org, texasskillstowork.com, defense.com	Disabled Veterans
RecruitABILITY	A public charity organization since 2002 whose primary focus is disability employment. The services offered at https://www.disabledperson.com/ are free. recruitABILITY is affiliated with disABLEDperson, Inc. Jobs are also sent to: Facebook, escocia.org, job.trovit, veteransfamiliesunited.org, illinoisjoblink.illinois.gov, jobfinder.usaa360.com, askearn.gov, dmva.pa.gov, dogpile.com, simplyhired.com, askjan.org, bestjobsusa.com, https://tapability.org/ , MyJobhelper, Google Jobs, ZipRecruiter, USBeBee.com, scholarship.com, Simplyhired.com, Careeronestop.org, and multiple state workforce development boards	Disabled Persons
Additional Job Boards	http://www.africanamericancareers.org http://www.africanamericanjobs.org	African American Community
	http://www.nativeamericancareers.org http://www.americanindeianjobs.org	Native American Community
	http://www.asiancareers.org : http://www.sd-asianworkforce.com : , http://www.asianjobs.org	Asian American Community
	http://www.diabilityjobs.org : http://www.disabilitycareers.org	Persons with Disabilities
	http://www.gaycareers.org : http://www.gayjobs.org	Gay/Lesbian Community
	http://www.hispaniccareers.org , http://www.usd-hispanicworkforce.com , http://www.hispanicjobs.org	Hispanic American Community
	http://www.seniorscareers.org , http://www.seniorjobs.org	Senior Citizen Community
	http://www.usd-veterans.com , http://www.veteranscareers.org , http://www.veteranjobs.org http://www.usd-disablevets.com	Veteran Community
	https://www.usd-workingwomen.com http://www.womenscareers.org	Women Community